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DIARY NOTES

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30 July 1965

1. At the Executive Committee Meeting this morning Dick Helms asked me to question the Office of Training on the usefulness of the National Interdepartmental Seminar to the Agency. (I sent the Director of Training a memorandum on this subject.)

2. Alan Warfield and I received a briefing on the Office of Personnel from Emmett Echols [REDACTED] I consider it one of the better briefings since it showed full awareness of their problems and definite consideration toward solutions and long-range planning. One problem for future consideration is an increase in the Career Training Program by spreading the lower-base level and using some personnel who would otherwise have been rejected. There is also a definite need for training in automatic data processing to encourage individual office participation in program development rather than relinquishing it to the experts in the Office of Computer Services.

3. In response to a call from [REDACTED] I advised him that the [REDACTED] letters from the Chiefs of Station overseas have very little value to the Support Directorate. Apparently the Director is considering discontinuing these letters.

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4. Colonel White called to say that Dr. Tietjen saw [REDACTED] recently and thought that it is too soon to speak to him about stepping down as Director of Communications and serving in a consultant capacity.

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5. Colonel White talked to me about Matt Baird's future after he relinquishes his position as Director of Training to John Richardson on 1 January 1966. At this time we do not have a job for Matt, who would like an advisory position relating to training or recruitment. While we should make full use of Matt's experience, he should not be in a position to interfere with the command responsibilities of John Richardson. Should the Department of State set up the National Institute of Foreign Affairs, Matt would be excellent as the Agency representative. [REDACTED]

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[REDACTED] will retire in February 1966, and Matt could well replace him for about a year and a quarter until he retires in April 1967.

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